OLRS Communication

What?   Insight Rich Text Editor – Create or Access Agency Folder & Adding Images

Who?   OLRS professional users

Why?   2011 NEOGOV Winter Enhancement

When?   Distributed 3/28/11

Message: The 2011 Winter Enhancement was implemented on 3/19/11. One of the enhancements included the job posting page being rewritten to address a variety of past reported issues. The Rich Text Editor (RTE) was rewritten to ensure Insight users the same RTE throughout the entire site and eliminate inconsistencies in job posting formatting. An unexpected change was that all of our loaded images were removed. You will need to add them back into the image folder to have them available for use on your postings.

To create a new folder for your agency images, in the Images Properties window, click on Browse Server (like you are going to find which image you want to use). The Images window appears and the following steps should be completed:

1. Click on the 'Create New Folder' in the lower right corner of the window.
2. Name the folder and then click on OK.
3. To add images to this folder, first access the folder, then click on the Browse button,
4. Find and select the image,
5. Click on Upload.

You can add an image (such as a map, etc.) by placing your cursor at the location you wish to insert your image, and then from the RTE toolbar, select the insert image icon. This will bring up the Image Properties box. The box includes tabs for:

1. Image Info - lets you choose from files you have previously uploaded. Alternative text (lorem, ipsum, etc…) displays in the preview box if an image doesn't load. You can tailor the size and other properties of the image here (you can make edits and see how it is affected in the preview window).

2. Link - you paste a URL to where the user will go if they click on the image. The target denotes where it will open.

3. Upload - lets you upload an image to the system's server for your use.

4. Advanced - allows usage of extra html attributes to add to the image (most users will not utilize this function but it is available for those who do). Click on 'Upload' and then 'browse' to search for and select your image. Then click on 'Send it to the Server'. You'll be taken back to the Image Info tab, click on 'OK'.

NEOGOV recently indicated that at this time you cannot delete, move, or rename a file in the Images folder. If this feature becomes available to include in the rich text editor, they will let us know and a follow up communication will be sent out.

OLRS Notice #2011-02

Additional Information: The 'Latin' text that displays in the Preview box is a <u>sample only</u> and it won't appear with the image on the posting.

Questions? Contact:
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